

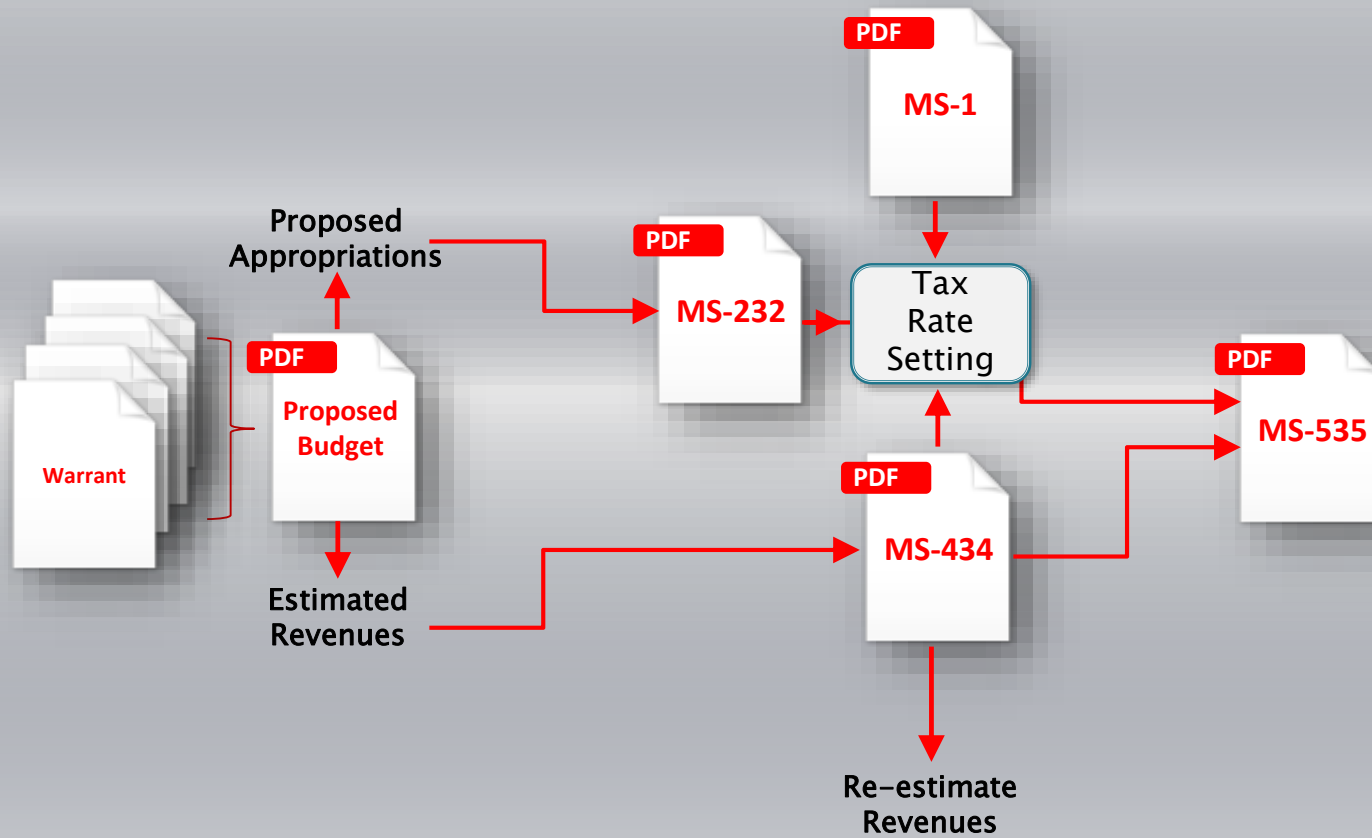
DRA Municipal Services

Municipal Tax Rate Setting Portal
Tax Rate Setting

10/5/2017



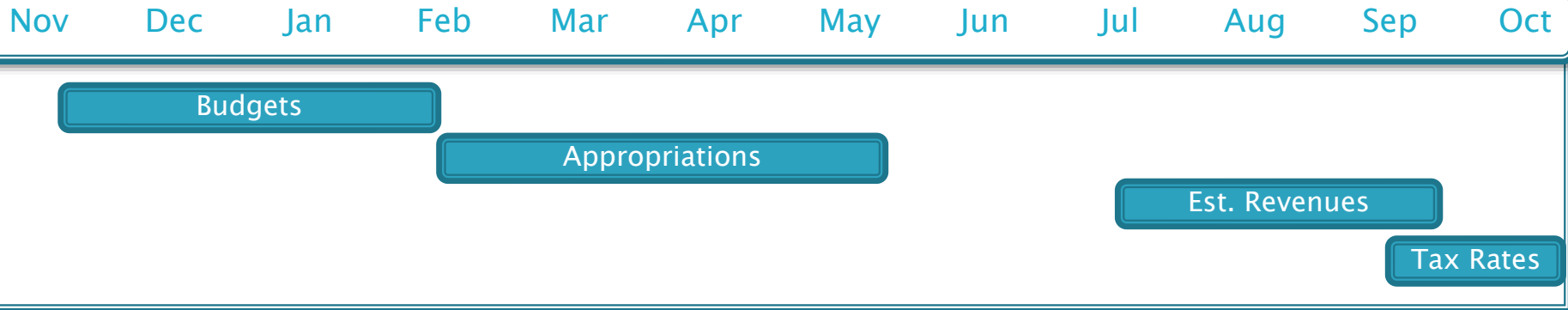
BASIC TAX RATE PROCESS



Software Training Sessions

1. Budgets
2. Appropriations
3. Estimated Revenues
4. Tax Rates (You are here!)

Training Calendar



Session 4: Tax Rates

1. Location of interface
2. Workflow
3. Tax rates interface
4. Fund balance and overlay calculations
5. Viewing draft and final forms
6. DRA approval process



Location of Interface

- ▶ Tax Rate manager can be accessed through:
 - Tax Rates tab
 - Tax Rates button

The screenshot displays the 'Municipal Tax Rate Setting Portal' interface. At the top, the navigation bar includes 'Home', 'Budget', 'Financial', 'Tax Rates', 'Reports', and 'Settings'. The 'Tax Rates' tab is highlighted with a red box. Below the navigation bar, the main content area features a 'Home' section with a dropdown for 'Account' and 'Associated Entities', and a '2015' year selector. A central list of modules includes 'Budget Home', 'Financial Home', 'Tax Rates', 'Report Center', and 'Settings'. The 'Tax Rates' module, which includes the subtext 'Assign Initial & Final Rates', is highlighted with a red box. To the right, an 'Advisor Information' box shows 'Jamin Dow' with contact details. Below this, a 'Status' section lists various review stages, and a prominent red banner at the bottom right reads 'TAX RATE NOT SET'. The footer contains a search bar and a 'Show 10 entries' indicator.



Tax Rates Home

- ▶ Gateway to tax rate information
 - Access draft and final tax rates
 - Print draft and final tax rates
- ▶ To access tax rate, select green arrow on left side

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Home Budget Financial **Tax Rates** Reports Settings

Tax Rates - Acworth 2015

Ready for Tax Rate

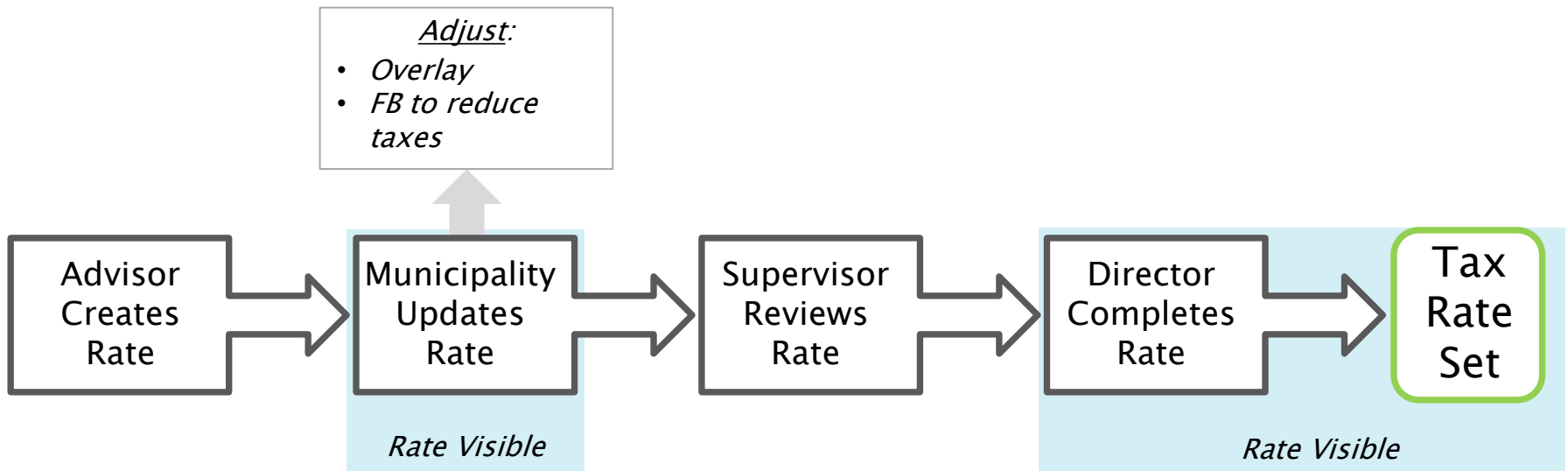
Show 25 entries

Actions	Name	Status	Description	Total Tax Rate	Created Date
	Acworth 2015 Tax Rate	Preliminary Rate		\$23.66	7/30/2015 11:23:32 AM

Showing 1 to 1 of 1 entries



Tax Rate Workflow



Interface

- ▶ Interface has four tabs
 - Appropriations & Revenues
 - Tax Base
 - Overlay & Surplus (*municipal value input*)
 - Information
- ▶ Each tab has the tax rate calculation on the bottom which can be minimized

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Home Budget Financial Tax Rates Reports Settings

Tax Rate Setting
Total Tax Rate: \$23.66

Ready For Tax Rate
Complete Municipal Review

Appropriations & Revenues Tax Base Overlay & Surplus Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$369,332
Percent Retainage	17.13%

Max Allowable Overlay= \$112,507

Hide Tax Rate Table

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$773,901	\$95,301,131	\$8.12	\$774,363
County	\$303,535	\$95,301,131	\$3.19	\$303,535
Local Education	\$923,151	\$95,301,131	\$9.69	\$923,151
State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save Delete



Interface

Page Content

Tax Rate Table
Appears on all pages

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Home Budget Financial Tax Rates Reports Settings

Tax Rate Setting
Total Tax Rate: \$23.66

Ready For Tax Rate
Complete Municipal Review

Appropriations & Revenues Tax Base Overlay & Surplus Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$369,332
Percent Retainage	17.13 %

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167

Max Allowable Overlay= \$112,507

Hide Tax Rate Table

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$773,901	\$95,301,131	\$8.12	\$774,363
County	\$303,535	\$95,301,131	\$3.19	\$303,535
Local Education	\$923,151	\$95,301,131	\$9.69	\$923,151
State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save Delete



Tax Rate Table

[Hide Tax Rate Table](#)

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$773,901	\$95,301,131	\$8.12	\$774,363
County	\$303,535	\$95,301,131	\$3.19	\$303,535
Local Education	\$923,151	\$95,301,131	\$9.69	\$923,151
State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save

Delete



Municipal Interface

- ▶ When viewing a rate, users will be taken to the “Overlay & Surplus” tab
- ▶ Two values are editable
 - FB to reduce taxes
 - Requested Overlay

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Home Budget Financial Tax Rates Reports Settings

Tax Rate Setting
Total Tax Rate: \$23.66

Ready For Tax Rate
Complete Municipal Review

Appropriations & Revenues Tax Base Overlay & Surplus Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$369,332
Percent Retainage	17.13 %

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167

Max Allowable Overlay= \$112,507

Hide Tax Rate Table

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629




Municipal Interface

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Help | My Profile | Log Out (David Salzer)

Home Budget Financial **Tax Rates** Reports Settings

 Tax Rate Setting
Total Tax Rate: \$23.66

Ready For Tax Rate
Complete Municipal Review

Appropriations & Revenues Tax Base **Overlay & Surplus** Information


Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0 <input type="text"/>
Total Retainage	\$369,332
Percent Retainage	17.13 %

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167 <input type="text"/>

Max Allowable Overlay= \$112,507

[Hide Tax Rate Table](#) **Calculate**

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629



Overlay & Adjustments

- ▶ “Requested” overlay is an approximate amount used to calculate the tax rate
- ▶ Rounding the tax rate calculation results in partial penny adjustments
- ▶ Adjustment is applied to the municipal tax effort only

Initial Overlay = \$5,900

Tax Effort	Tax Base
\$775,900	\$15,450,000

$$\text{Tax Rate} = \frac{\text{Tax Effort}}{\text{Tax Base}} \times 100$$

Tax Rate = \$5.02

$$\text{Tax Effort} = \frac{\text{Tax Rate} \times \text{Tax Base}}{100}$$

$$775,900 - 775,590 = 310$$

Final Overlay = \$5,590



Overlay

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167

Max Allowable Overlay= \$112,507

[Hide Tax Rate Table](#)

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629



Municipal Process

- ▶ Update FB to reduce taxes and overlay as needed
- ▶ After updating values select green “Calculate” button
- ▶ View rate impact
- ▶ When finished, select blue “Complete Municipal Review” button

Hide Tax Rate Table

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$10,020

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$773,901	\$95,301,131	\$8.12	\$774,363
County	\$303,535	\$95,301,131	\$3.19	\$303,535
Local Education	\$923,151	\$95,301,131	\$9.69	\$923,151
State Education	\$249,088	\$93,530,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save Delete



Printing Tax Rate Reports


- ▶ Print draft report from homepage
 - Printer icon
- ▶ Extensive draft watermarking to indicate non-final rate reports

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Home Budget Financial **Tax Rates** Reports Settings

Tax Rates - Acworth 2015

Show 25 entries

Actions	Name	Status	Description	Total Tax Rate	Created Date
	Acworth 2015 Tax Rate	Preliminary Rate		\$23.66	7/30/2015 11:23:32 AM

Showing 1 of 1 entries

New Hampshire Department of Revenue Administration

2015
\$23.66

Tax Rate not Finalized
Draft Status:
Municipal Rate

**Tax Rate Breakdown
Acworth**

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$774,363	\$95,301,131	\$8.12
County	\$303,535	\$95,301,131	\$3.19
Local Education	\$923,151	\$95,301,131	\$9.69
State Education	\$249,088	\$93,538,590	\$2.66
Total	\$2,250,137		\$23.66

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Total	\$0		\$0.00

Tax Commitment Calculation	
Total Municipal Tax Effort	\$2,250,137
War Service Credits	(\$6,500)
Village District Tax Effort	\$0
Total Property Tax Commitment	\$2,243,637



DRA Approval

- ▶ Following DRA supervisor and director approval you will receive an email
- ▶ Log into system, go to Tax Rates page
 - View rate–green button
 - Print rate–Printer icon


New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Help My Profile Log Out (David Selzer)

Home Budget Financial Tax Rates Reports Settings

Tax Rates - Acworth 2015

Show 25 entries Search:

Actions	Name	Status	Description	Total Tax Rate	Created Date
	Acworth 2015 Tax Rate	Preliminary Rate		\$23.66	7/30/2015 11:23:32 AM

Showing 1 of 1 entries

New Hampshire Department of Revenue Administration

2015
\$23.66

Tax Rate Breakdown Acworth

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$774,363	\$95,361,131	\$8.12
County	\$302,525	\$95,361,131	\$3.18
Local Education	\$521,151	\$95,361,131	\$5.46
State Education	\$249,088	\$91,538,590	\$2.72
Total	\$2,250,137		\$23.66

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Total	\$0		\$0.00

Tax Commitment Calculation	
Total Municipal Tax Effort	\$2,250,137
War Service Credits	(196,500)
Village District Tax Effort	\$0
Total Property Tax Commitment	\$2,053,637

Stephan Hamilton
Stephan Hamilton
Director of Municipal and Property Division
New Hampshire Department of Revenue Administration

7/30/2015



Final Step

- ▶ Required documents to be uploaded
 - Tax commitment (1 / 2% verification)
 - Signed property tax warrant and summary or summary only
 - Copy of a final tax bill



Document	Due Date
Tax Commitment (1/2% Verification)	
Final Issue Tax Warrant, Summary, and Bill	12/15/2016
Final Tax Rate	
Town Annual Report	3/28/2016
First Issue Tax Warrant, Summary and Bill	7/15/2016
Report of Town Officers (MS-123)	3/28/2016

Showing 1 to 6 of 6 entries



Resources

- ▶ Solution Knowledge Base
 - <https://axiomnh.freshdesk.com/support/solutions/25000017867>
 - Application help button
 - Help videos
 - Quick help sheets
 - User manual
- ▶ Municipal advisor
- ▶ Municipal supervisor
- ▶ Axiomatic technical support team
 - support@axiomnh.com
 - (888) 508-8179

